ILLEGIB

Chapter VI. Processing of Material

Insert

Processing of material in OCD included the receipt, dissemination, *and storage* recording of the items received in such fashion that they ~~can~~ *could* be ~~found~~ *restricted* *and expeditiously, when needed.* efficiently. OCD had developed several systems for the processing of the ~~various~~ *many*

kinds of materials it received. No single system was adequate ~~enough~~ for all *of* the

requirements that had to be built into an information retrieval program covering

such a broad spectrum. The format of the material, for example, dictated that films

and photographs had to be processed ~~one way~~ *difficulty from documents*; security entered into the method of

processing special, sensitive documents in SR; urgency determined the immediate

dissemination of cables, without any indexing.

Some idea of the scope of OCD's volume of mateial received can
obtained
be ~~had~~ from a few sample statistics for FY1955. These are <u>monthly</u> averages: 1)

and subscriptions were procured in the open literature field.

During the transition period, 1957-58 (~~cf.~~ *see* Chapter IV), the new
a revised system for statistics
administration of OCR introduced ~~different statistical~~ reporting. Some FY1959

statistics are reported here not by way of contrast with those in the previous

paragraph (they are non-comparable) but only to accentuate the magnitude of the

procesing work-load and to give an idea of the sizes of the various OCR files.

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*These figures do not include thousands of special type documents (mostly in single
copy) that were received direct by the several Registers for processing into their
reference files.

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